



**EDUCATION AND WORKFORCE DEVELOPMENT CABINET  
OFFICE OF VOCATIONAL REHABILITATION**

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**Joseph U. Meyer**  
Acting Secretary

**Beth Smith**  
Executive Director

**To:** All Office of Vocational Rehabilitation Staff

**From:** Susie Edwards  
HRD Program Administrator

**Date:** April 5, 2010

**Re:** JPD Pre-Conference and  
Kentucky Rehabilitation Association Annual Training Conference

May 24 – 26, 2010  
Hilton, Lexington / Downtown, Kentucky

I am pleased to announce that we have received approval for employees to attend the JPD pre-conference and KRA Annual Training Conference. The current budgetary climate within the Commonwealth is creating hurdles regarding professional development opportunities, but our agency is fortunate to have the federal In-Service Training Grant to provide for the costs of this training. Since training funds are limited this approval does not include employees who are part-time, contract or FFTL.

Meals have been excluded from the approved reimbursed expenditures list. The second page of this memo outlines all the specifics for the conference so please read it carefully.

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I look forward to seeing you at the conference!

JPD and Kentucky Rehabilitation Association Annual Training Conference  
 May 24 – 26, 2010  
 Hilton – Downtown Lexington  
 369 W Vine St  
 Lexington, KY 40507

<b>Approval</b>	Participants must receive supervisor approval prior to registration. Costs should be charged to EEKRAX.
<b>Registration</b>	Approved for early bird registration (\$100 for members, \$150 for non member and \$65 for student [must be an NRA student member]). The cost of registration will be paid directly to JPD and KRA through an invoice provided by the groups. When registering please list Kentucky OVR as the "Direct Bill". If you are unable to attend and do not cancel your registration then the cost of registration will be the responsibility of the employee.
<b>Lodging</b>	<p>OVR has approved reimbursement for lodging for the nights of May 24<sup>th</sup> and May 25<sup>th</sup> only. Lodging can only be approved for employees who must travel forty miles or more from their residence or workstation. Employees are expected to share rooms. Attendance at this training is voluntary, if you choose to have a private room the agency will only reimburse half of the cost even if the private room is needed as an accommodation or because a roommate was unavailable.</p> <ul style="list-style-type: none"> <li>• Rooms are not contracted and registration is the responsibility of the individual</li> <li>• Expenses incurred for phone, internet, movies, etc are the responsibility of the employee</li> <li>• OVR does not keep a rooming list for this conference and cannot provide assistance for those in need of a roommate for this event.</li> </ul>
<b>Meals</b>	Meals are not included in the approved reimbursements, but the conferences are providing several opportunities for meals and breaks which should help offset personal expenses
<b>Mileage</b>	Mileage will be reimbursed at the approved rate at the time of the conference. At this time that rate is .43 per mile. Please carpool if possible since this creates cost savings and is good for the environment.
<b>Parking:</b>	Parking fees are included in the hotel package for those approved for overnight lodging. Commuters will have a reduced cost of \$4.00 per day to park at the hotel and can be reimbursed by submitting a travel voucher.
<b>Comp Time</b>	Managers may approve a maximum of 2.5 hours of compensatory time for this training. JPD begins on Monday, May 24 <sup>th</sup> at 10:00 am (EST). KRA follows the JPD Pre-Conference beginning at 2:30 pm (EST) on Monday and ending at noon on Wednesday, May 26 <sup>th</sup> .
<b>Exceptions</b>	No exceptions will be approved.
<b>Employee Responsibility</b>	The agency is fortunate to have federal funding available that assists us with training of this nature. Use this funding wisely.

